

## AGENDA MEMO

**TO:** Mayor & City Commission      **AGENDA DATE:** 12/13/2010  
**FROM:** Faith G. Miller, City Manager      **AGENDA ITEM:** 10 - D  
**SUBJECT:** Request for Approval of Commission Policy No. CC10-01, *Expression of Sympathy*.

---

**LOCATION:**

N/A

**BACKGROUND:**

At the December 4th Commission workshop meeting, the Commission discussed the issue of the City providing "expressions of sympathy" in the event of the death of an immediate family member of an elected official or City staff member. Administrative Policy No. CW 99-005, *Gift and Event Policy*, as approved by former City Manager, Steve Thompson, will be rescinded based on the Commission's direction at the December 4th meeting.

Attached for the Commission's review and consideration is a proposed Commission Policy No. CC10-01 which outlines the Commission's direction with regard to "expression of sympathy".

It should also be noted that staff has contacted a couple of local florists and a \$25.00 potted plant not including a delivery charge is quite limiting. Both florists contacted require a \$10.00 delivery charge, therefore the potted plant value would be \$15.00 given the Commission's direction, or the direction could be that City staff deliver the plant to the affected individual's home or office, or purchase such plants from a source other than our local florists.

**ORIGINATING  
DEPARTMENT:**

City Manager's Office

**SOURCE OF FUNDS:**

General Fund, City Manager's Budget, Other Current Charges

**COST:**

As needed

**REVIEWED BY:**

City Clerk



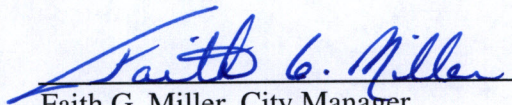
**STAFF  
RECOMMENDATION  
PRESENTED BY:**

Faith G. Miller, City Manager - that the Commission adopt Commission Policy No. CC10-01 as presented or with revisions as necessary.

**POTENTIAL  
MOTION:**

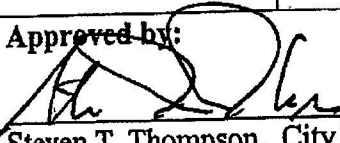
"I move to adopt Commission Policy No. CC10-01 as presented or with the following revisions:  
\_\_\_\_\_."

**AGENDA ITEM  
APPROVED BY:**

  
Faith G. Miller, City Manager

**ATTACHMENTS:**

- Current Administrative Policy
- Proposed Commission Policy No. CC10-01

CITY OF DELTONA ADMINISTRATIVE POLICY			
EFFECTIVE DATE	POLICY NUMBER	PAGE NUMBER	SUPERSEDES POLICY
December 28, 2007	CW99-005	1 of 1	Dated: N/A
<b>Subject: Gift and Event Policy</b> (Birth of a child, non-elective surgery, expression of sympathy)		Approved by:  Steven T. Thompson, City Manager  1-2-07 Date	
<ol style="list-style-type: none"> <li>1. Objective- To describe the guidelines to follow to convey the City's expression of sympathy when the death of a City employee or the death of a City employee's immediate family occurs; an employee undergoes non-elective surgery; in the event of the birth of a child of a City employee; or current city Advisory Board members are involved in listed events.</li> <li>2. Guidelines:               <ol style="list-style-type: none"> <li>A. Each Department Director will seek a volunteer "good will ambassador" as a contact person. The Department's good will ambassador's responsibility will be to contact the City Manager's Office after securing the information indicated in sub-items 1 &amp; 2 below. The information will need to be obtained upon learning of the birth of a child to an employee, the death of an employee or an employee's relative, or an employee's illness requiring hospitalization or non-elective surgery. The ambassador will proceed as follows:                   <ol style="list-style-type: none"> <li>1. The ambassador will obtain necessary information and advise the family member to contact the Human Resources Department to discuss benefit information.</li> <li>2. Ambassadors are required to obtain the following information:                       <ol style="list-style-type: none"> <li>a. Employee's name or deceased person's name and relationship to employee.</li> <li>b. Name and telephone number of family contact person.</li> <li>c. Dates and locations of: hospital, funeral service or gathering with the appropriate times and address information.</li> <li>d. If gift is to be sent to the employee's home ambassadors need to confirm the employee's address.</li> </ol> </li> </ol> </li> <li>B. Immediate family is defined as spouse, children, stepchildren parent, grandparent, brother, sister, legal guardian and grandchildren of either the employee or his/her spouse, life partner. For purposes of this policy, immediate family also includes any relative not listed but living in the home of the employee.</li> <li>C. The City Manager's Office will send a floral arrangement, or food tray, on behalf of the "City Manager and City Staff". Gift arrangements will be ordered from the City's designated florist or food provider.</li> <li>D. The cost of the gift will not exceed \$100.00. Funding is provided for in the other current charges and obligations account line (524999).</li> </ol> </li></ol>			
<b>Note:</b> The City Manager's Office will notify members of the City Commission when such events occur. Individuals who wish to provide an additional expression of sympathy may do so at their own personal expense, not from departmental budget funds.			

## COMMISSION POLICY/PROCEDURE

EFFECTIVE DATE	POLICY NUMBER	PAGE NUMBER	SUPERSEDES POLICY Dated: N/A
12/13/10	CC10-01	1 of 1	
<b>Subject: Expression of Sympathy Policy</b> (applicable to elected officials and City staff)		<b>Adopted by the Deltona City Commission at the Regular City Commission meeting held on December 13, 2010.</b>	

Objective: To describe the guidelines to follow to convey the City's expression of sympathy when the death of a City elected official's or City employee's immediate family occurs.

Guidelines:

1. The City will provide a potted plant (value not to exceed \$25.00) and a standard format City sympathy card to be sent to the home of the elected official or staff member who experienced the loss of an immediate family member.
2. Immediate family member shall be defined as: spouse, child, stepchild, parent, grandparent, brother, sister, legal guardian and grandchildren of either the employee or his/her spouse, life partner. For purposes of this policy, immediate family also includes any relative not listed but living in the home of the elected official or employee.
3. The City Manager's Office will be responsible for making arrangements for the potted plant and sympathy card, to be sent on behalf of the: Mayor, Commission, City Manager and staff.
4. In the event of the death of a City elected official or City employee, such instances will be handled on a case-by-case basis.

Note: The City Manager's Office will notify members of the City Commission when such an event occurs. Individuals who wish to provide an additional expression of sympathy may do so at their own personal expense, not from City funds.